



Employment Opportunity

Budget Officer, WMS Band 2
Salary: \$70,000 - \$80,000, annually

Recruitment #1270-09

Opens: November 2, 2009

Closes: November 13, 2009

Job Summary

Reporting to the Assistant Director of Financial Services, the Budget Officer supervises the Budget and Contracts Office, coordinates and oversees development of the annual and biennial capital and operating budgets, advises executive management in fiscal matters, and is responsible for policy, procedure, and financial oversight for all agency contracts and grants. This position provides strategic direction for the most effective, creative, and flexible use of available resources to achieve WDFW's mission. It influences decision making to ensure that financial resources are managed properly and meet the Governor's, Legislature's and Fish and Wildlife Commission's intent. This position also supports the development, implementation and reporting of agency performance measures and objectives. Principal activities include:

- Preparing and coordinating the overall budget functions for the agency
- Directing budget coordination between WDFW programs and OFM
- Monitoring agency budget and performance, including long range planning and analysis
- Preparing revenue and expenditure reports in varied formats
- Managing and coordinating contracts and grants for the agency
- Performing analysis of agency program structures, expenditures and revenues for internal purposes and for external requests from state agencies such as OFM, JLARC, the Legislature and various Federal agencies
- Supervising staff

The person selected will coordinate varied assignments that encompass a wide range of duties including internal and external allotment preparation and management of a large number of dedicated accounts with varied state and federal funding sources. This person will also be involved in all facets of contracts management and will support development and improvements to several core internal DFW financial systems.

Our agency culture is built on concern for the health and future of our state habitats and the many species that inhabit them. The person selected will join a team of financial professionals supporting agency staff who are passionate about their work. The funding managed by this key position provides statewide access to lands, boating access, fishing and hunting activities, restoration of natural habitat, and resources needed to work for the survival of endangered species.

Qualifications and Competencies

Preferred qualifications include a bachelor's degree with emphasis in public administration, business, finance, or accounting and five years of progressively responsible experience in relevant fiscal/financial work. The best qualified applicants will have experience, training, and accomplishments that demonstrate:

- Working knowledge of the state of Washington budgeting processes, government contracting and management, and the legislative and fiscal note processes
- Knowledge of the Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and related state and federal laws
- Working knowledge of state financial systems, including BASS (BDS, CPS, SPS, PMS)
- Working knowledge of relevant computer software and the AFRS system
- Skills in quantitative research and auditing
- Management, supervision, and training skills
- Solid communications and presentation skills

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How to Apply

This recruitment will close on November 13, 2009.

Review the qualifications and competencies that are sought for this recruitment and submit a completed **state job application and a detailed resume** showing how you meet those qualifications and competencies. Specifically list relevant education and training completed and work experiences and other accomplishments that demonstrate how you meet the competencies. Send your application materials to:

Margaret Gordon, Recruitment Specialist
Human Resource Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091

(Phone: 360-902-2209)

Or by e-mail to: WDFWjobs@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.